

## Federal Charter Schools Program Grant Continuation Request Instructions

Federal Charter Schools Program (CSP) grantees must submit a continuation request to the Minnesota Department of Education (MDE) to receive additional funds to move from Planning to Implementation 1 or from Implementation 1 to Implementation 2.

### Funding Ranges:

MDE has established “funding ranges” for grantees that are based on the specific project period of funding (Planning, Implementation 1 or Implementation 2) and the size of the new/expanded charter school. Funding ranges help ensure funding is appropriate given the needs and size of a grant school.

Number students projected to be fully enrolled for FY 2019-2020	CSP Funding Amount
Enrollment up to 99 students	\$175,000
Enrollment between 100-200 students	\$200,000
Enrollment of 200 or more students	\$225,000

### Important Notes:

- Implementation project awards will be revised as necessary (increased or decreased) to ensure funding aligns with actual student enrollment counts based on October 1 official enrollment counts or other supporting documentation.
- Your school’s Planning and Implementation Official Grant Award Notification (OGAN) and Official Grant Award Amendment(s) (OGAA) remain in effect. However, costs incurred under the new Implementation Period will not be eligible for reimbursement until the Implementation continuation request is approved by MDE. CSP grantees are urged to submit their continuation requests as soon as possible.

## Required Elements for Submission

Continuation requests include:

- Charter Schools Program Grant Cover Sheet
- Authorizer Assurance and Certification Form
- Proposed Budget
- Current Board Roster
- Comprehensive Management/Service Agreement (if applicable)

## **Charter Schools Program Grant Cover Sheet**

The Charter Schools Program Grant Cover Sheet is to be completed by the grantee using the attached Word document template and submitted by the school as part of the continuation request.

## **Authorizer Assurance and Certification Form**

The Authorizer Assurance and Certification Form is to be completed by the authorizer using the attached Word document template and submitted by the school as part of the continuation request.

## **Proposed Budget**

Please submit a proposed budget for the school's next implementation project period using the budget template provided. The total amount requested in the proposed budget should match the funding amount requested in the continuation request application.

## **Current Board Roster**

Submit a copy of the school's current board roster that identifies by name each board member, including:

- Contact information, including phone number and email address;
- Board term;
- Position held (e.g. chair, treasurer);
- Board member designation (i.e. parent, teacher or community member); and
- Current Minnesota teaching license number and expiration date for teacher board members.

## **Comprehensive Management/Service Agreement (if applicable)**

Provide as a PDF attachment an updated copy of the school's fully-executed management agreement or other comprehensive service agreement; if the agreement/contract is not yet executed, provide a final draft.

## **Submission Deadline**

Continuation requests are due to MDE four weeks before the end of the current project period. Grantees can begin incurring expenses in the new project period as of the date the continuation request is approved by MDE, the start date of the project period as noted in the current OGAN/OGAA or the date the new OGAA is fully executed, whichever is later.

Continuation requests should be submitted in Word or PDF format and emailed to Rhianon Sargent at [rhianon.sargent@state.mn.us](mailto:rhianon.sargent@state.mn.us). Please attach all required elements to one email message.

## **Technical Assistance**

Please contact Rhianon Sargent at [rhianon.sargent@state.mn.us](mailto:rhianon.sargent@state.mn.us) or 651-582-8759 if you have any questions regarding the completion or submission of the continuation request.